**Wave Leader - National Citizen’s Service (NCS)**

Inspire Suffolk have an exciting opportunity for you to join one of Suffolk’s most energetic youth charities this summer.

Inspire Suffolk transforms the lives of young people across Suffolk through a range of education and development programmes, we are looking for dynamic and passionate people to join our NCS team this summer as Assistant Wave Leaders. You will be an organised and confident person, able to engage and support seasonal staff and a cohort 90 young people through an intensive Summer programme, this role would be suited to someone who perhaps has teaching or advanced youth work experience.

The National Citizen Service (NCS) is a fantastic opportunity open to all 15 to 17-year-olds across England, providing them with skills and experiences that can’t be learnt in the classroom. We aim to support participants' personal and social development and help provide them with the confidence, skills and attitudes to take on active roles within their communities and develop themselves as part of their transition into adulthood.

**AIM OF THE ROLE:** To lead a wave, made up of multiple teams, each having two members of staff and up to 15 participants, through the NCS Programme. To provide a point of contact and support for NCS Programme personnel and to be the main point of contact between activity and progress on the wave and the core staff in the Delivery Partner as well as other outside agencies and stakeholders.

**MAIN RESPONSIBILITIES:** Your main duties will include:

* Ultimate responsibility for the health, safety, wellbeing and engagement of staff and young people on a wave, with guidance from the Programme Lead and Service Manager.
* Provide regular support to staff including appropriate shadowing and deputisation opportunities
* Ensure key policies and procedures are followed and admin is completed accurately throughout the wave.
* Responsibility for data protection on the wave and data entry onto CRM system.
* Responsible for ensuring record keeping and audit trails are in place e.g. attendance lists, risk assessments, staff timesheets.
* Responsible for the effective management of incidents according to procedures that are set out.
* Ensure NCS Programme components and activities are properly delivered using appropriate resources as made available.
* Relationship management with residential partners, local area venues and other relevant delivery stakeholders.
* Ensure key planning has been completed for the effective deployment of each phase.
* Ultimate disciplinary authority on the wave with guidance from the Programme Lead and Service Manager.
* Line management responsibility for the Team Leaders and Assistant Team Leaders.
* Work with the Programme Lead and Service Manager to complete feedback for each staff member, and ensure regular performance feedback is given to staff throughout the programme.
* Ensure behavioural issues are appropriately managed.
* Ensure support is provided to young people with special educational needs, disabilities or other circumstances as necessary in which adaptations or additional support are required.

**KNOWLEDGE, SKILLS & EXPERIENCE:** To be successful in this role you will preferably have:

**Knowledge**

* Excellent understanding of Health & Safety and Safeguarding regulations and escalation/reporting procedures
* First Aid qualification
* Excellent knowledge of mental health issues experienced by young people

**Skills**

* Ability to engage and motivate young people to work as a team and to guidelines set
* Managing behaviour of groups of young people
* Strikingly positive and motivated attitude, with a passion for building stronger communities and seeing change in society.
* Ability to understand, demonstrate and apply GC values: Make a positive difference, Stronger together, empower people, Do the right thing, Build on success.

**Experience**

* Previous experience of working with young people
* Ability to engage and motivate young people to work as a team
* Supporting young people with special educational needs or disabilities
* Ability to engage and motivate young people to work as a team and to guidelines set
* Previous experience in dealing with safeguarding issues for young people
* Experience of working in a fast-paced and demanding environment, making decisions under pressure and adapting working styles to different environments and teams
* Line management experience

**Desirable Criteria:**

* Previous experience of working on NCS
* Experience of working with young people in a residential setting
* First Aid qualification
* Food Hygiene qualification

**ADDITIONAL INFORMATION:**

Dates Available for Ipswich, Lowestoft, Mid Suffolk programmes:

**Wave 1** – 25th July 2022 (10 days over 2 weeks)

**Locations**: Ipswich, Lowestoft, Mid Suffolk TBC

**Wave 2 –** 15th August 2022 (10 days over 2 weeks)

**Locations**: Ipswich, Lowestoft, Mid Suffolk TBC

Please state your preferred Wave area within your application.

**PAYMENT:**

Fixed rate of £1050 per wave

**HOW TO APPLY:** If you are interested in this role please register your interest on the NCS website <https://wearencs.com/work-with-us/on-programme>

Please select Inspire Suffolk as your preferred provider.

**CLOSING DATE:**

The closing date for applications is the 31st March at 12pm, Interviews will take place from the 18th April 2022.